504 149

Courtney
42 in Ceiling Fan
Owner's Manual

Courtney
Ventilador de Techo de 1,07 m
Manual del Propietario

42” Courtney
Ceiling Fan by Hampton Bay

Accu-arm™ for Accurate
and Easy Installation

3-Speed Reverse Function for
Year-Round Comfort and Savings

Steeper Blade Pitch for
Greater Air Movement

Tri-Mount Installation

QUESTIONS, PROBLEMS, MISSING PARTS:
Before returning to your local Home Depot, please call our
Customer Service Team at 1-877-527-0313 or visit www.homedepot.com.

Please reference your SKU (504 149 oil-rubbed bronze)
or UPC (82392 618766R oil-rubbed bronze).

Thank you for purchasing this Hampton Bay ceiling fan. This product has been manufactured with the highest standards of safety and quality. The finish of this fan is weather resistant, but over time will naturally weather and fade.

Table of Contents

Safety Rules 1

Unpacking Your Fan 2

Installing Your Fan 3

Operating Your Fan 11

Care of Your Fan 12

Troubleshooting 12

Specifications 13

Warranty Information 14

READ AND SAVE THESE INSTRUCTIONS

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code ANSI/NFPA 70-1999 and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. **WARNING:** To reduce the risk of fire or electric shock, do not use this fan with any solid-state speed control device.
4. **CAUTION:** To reduce the risk of personal injury, use only the screws provided with the outlet box.
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 pounds. Use only UL Listed outlet boxes marked "FOR FAN SUPPORT."
6. The fan must be mounted with a **minimum of 7 feet clearance** from the trailing edge of the blades to the floor.
7. Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.

WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED ACCEPTABLE FOR FAN SUPPORT WITH THE SCREWS PROVIDED WITH THE OUTLET BOX. MOST OUTLET BOXES COMMONLY USED FOR THE SUPPORT OF LIGHTING FIXTURES ARE NOT ACCEPTABLE FOR FAN SUPPORT AND MAY NEED TO BE REPLACED. CONSULT A QUALIFIED ELECTRICIAN IF IN DOUBT.

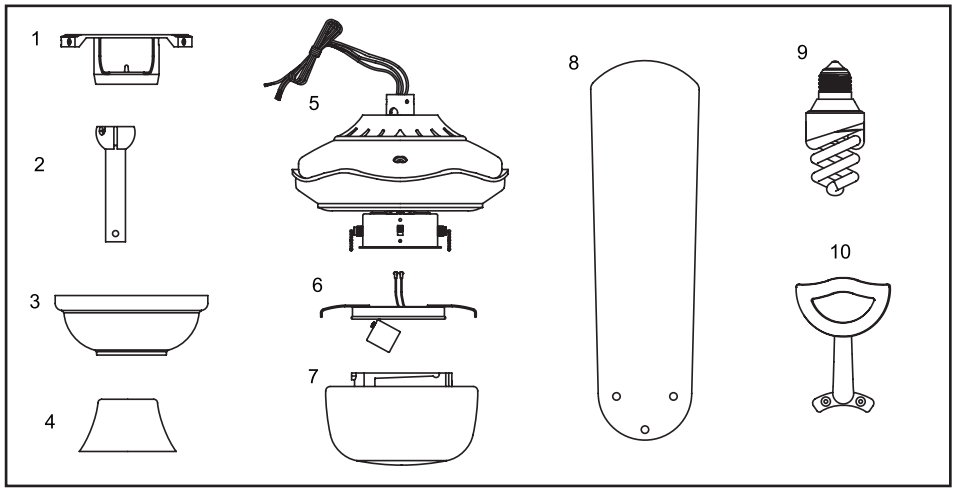
8. Avoid placing objects in path of the blades.
9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.
11. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
12. Electrical diagrams are for reference only.
13. All set screws must be checked and retightened where necessary before installation.

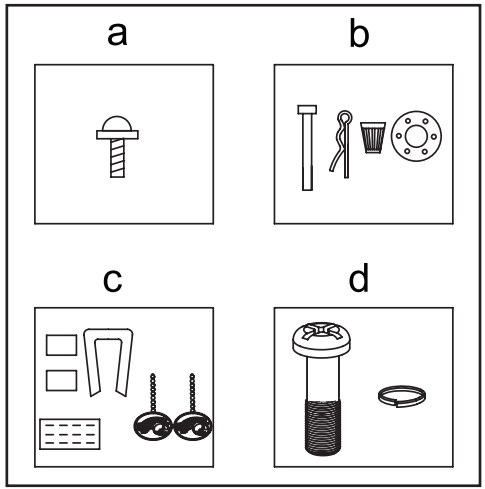
WARNING

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS "FLANGES") DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

WARNING

PLEASE REMOVE RUBBER MOTOR STOPS ON THE BOTTOM OF THE FAN BEFORE INSTALLING BLADES OR TESTING MOTOR.





Unpack your fan and check the contents. You should have the following items:

1. Slide-On Mounting Plate (inside Canopy)
2. Downrod and Hanger Ball Assembly
3. Canopy with Canopy Ring Attached
4. Decorative Motor Collar Cover
5. Fan Motor Assembly
6. Light Kit Assembly
7. Glass Shade
8. Blades (4)
9. Bulb
10. Blade Bracket (flange) Set (4) with blade bracket screws pre-installed

a. **Blade Attachment Hardware**
(12 washer head screws)

b. **Mounting Hardware**
(1 hanger pin, 1 locking pin, 3 plastic wire connectors, 1 rubber gasket)

c. **Electrical Hardware & Balancing Kit**
(1 pull chain for the fan, 1 pull chain for the light kit, blade balancing kit)

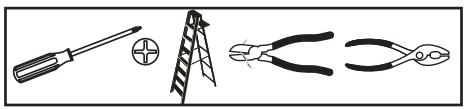
d. **Extra Blade Bracket Attachment Hardware**
(1 screw and lockwashers)

IMPORTANT: THIS PRODUCT AND/OR COMPONENTS ARE COVERED BY ONE OR MORE OF THE FOLLOWING U.S. PATENTS: 5,947,436; 5,988,580; 5,971,573; 6,010,110; 6,010,306; 6,039,541; 6,046,416 AND OTHER PATENTS PENDING.

2. Unpacking Your Fan

Tools Required

Phillips screw driver, straight slot screw driver, adjustable wrench, step ladder, and wire cutters.



Mounting Options

If there isn't an existing mounting box, then read the following instructions. **Disconnect the power by removing fuses or turning off circuit breakers.**

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 35 lbs.) **Do not use plastic outlet boxes.**

WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN ONLY TO AN OUTLET BOX MARKED ACCEPTABLE FOR FAN SUPPORT AND USE THE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX. OUTLET BOXES COMMONLY USED FOR THE SUPPORT OF LIGHTING FIXTURES MAY NOT BE ACCEPTABLE FOR FAN SUPPORT AND MAY NEED TO BE REPLACED. CONSULT A QUALIFIED ELECTRICIAN IF IN DOUBT.

Figures 1, 2, and 3 are examples of different ways to mount the outlet box.

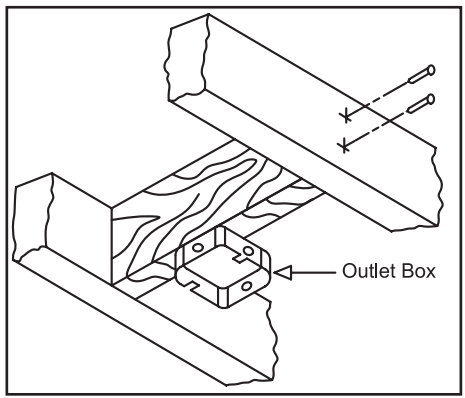


Figure 1

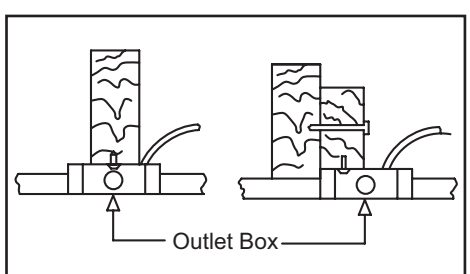


Figure 2

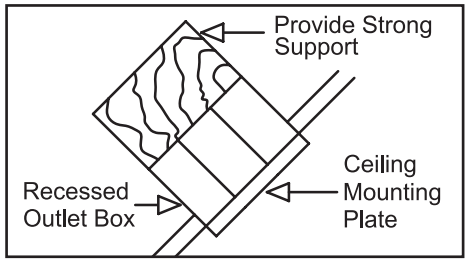


Figure 3

Note: You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. **The maximum angle allowable is 30˚. If the canopy touches downrod, remove the decorative canopy bottom cover and turn the canopy 180˚ before attaching the canopy to the mounting plate.**

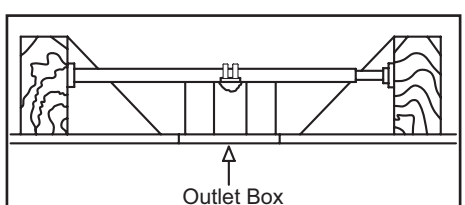


Figure 4

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4 (available at your Hampton Bay retailer).

Hanging the Fan

REMEMBER to turn off the power. Follow the steps below to hang your fan properly.

NOTE: This ceiling fan is supplied with two types of hanging assemblies; the standard ceiling installation using the downrod with ball and socket mounting, and the "close-to-ceiling" mounting. The "close-to-ceiling" mounting is recommended in rooms with less than 8-foot ceilings or in areas where additional space is desired from the floor to the fan blades. When using standard downrod installation, the distance from the ceiling to the bottom of the fan blades will be approximately 11 inches. The "close-to-ceiling" installation reduces the distance from the ceiling to the bottom of the fan blades to approximately 7 inches.

Once you have decided which ceiling installation you will use, proceed with the following instructions. Where necessary, each section of the instructions will note the different procedures to follow for the two types of installation.

Standard Ceiling Mounting

1. Remove the canopy ring from the canopy by turning the ring to the right until it unlocks (Figure 5).

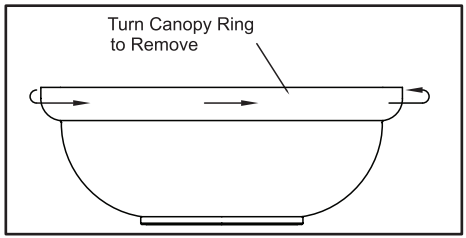


Figure 5

2. Remove the mounting plate from the canopy by loosening the four screws on the top of the canopy. Remove the two non-slotted screws and loosen the slotted screws. This will enable you to remove the mounting plate (Figure 6).

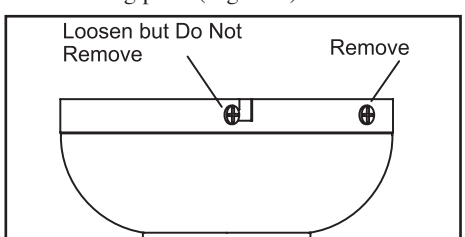


Figure 6

3. Route the wires exiting the top of the fan motor through the decorative motor collar cover then the canopy ring. Make sure the slot openings are on top. Route the wires through the canopy and then through the ball/downrod assembly (Figure 7).
4. Loosen, but do not remove, the set screws on the collar on the top of the motor housing.

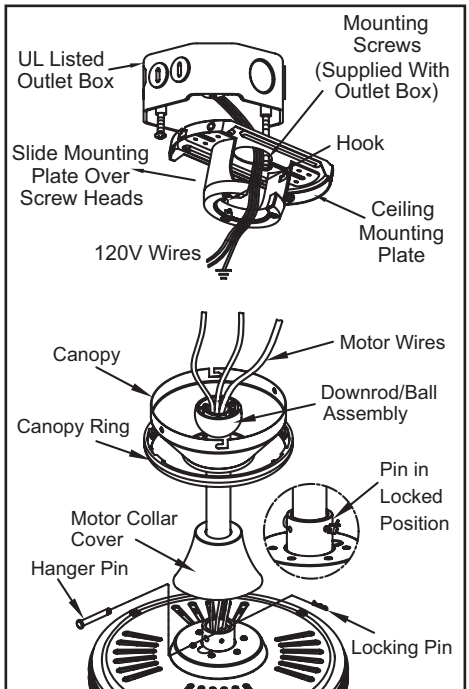


Figure 7

5. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Figure 7). Carefully insert the bolt through the holes in the collar and downrod. Be careful not to jam the bolt against the wiring inside the downrod. Insert the Clevis pin through the hole near the

end of the bolt until it snaps into its locked position, as noted in the circle inset of Figure 7.

6. Re-tighten the set screws on the collar on top of the motor housing (Figure 8).

WARNING

FAILURE TO PROPERLY INSTALL CLEVIS PIN AS NOTED IN STEP 6 COULD RESULT IN FAN LOOSENING AND POSSIBLY FALLING.

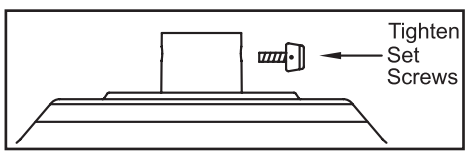


Figure 8

7. Make sure the grommet is properly installed in the collar cover, then slide the collar cover on the downrod until it rests on the motor housing. Be sure that the canopy and the collar cover are both oriented correctly.
8. Proceed to "Installing the Fan" section.

"Close-to-Ceiling" Mounting

1. Remove canopy ring from the canopy by turning the ring to the right until it unlocks (Figure 5).
2. Remove the mounting plate from the canopy by loosening the four screws on the top of the canopy. Remove the two non-slotted screws and loosen the slotted screws. This will enable you to remove the mounting plate (Figure 6).
3. Remove the decorative canopy bottom cover from the canopy by depressing the three studs (Figure 9).

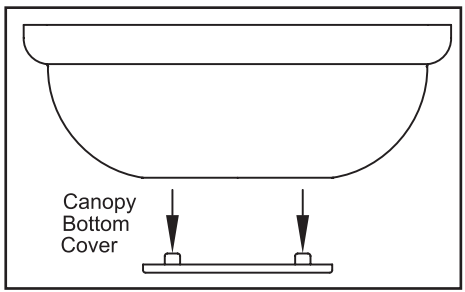


Figure 9

4. Remove three of the six screws and lock washers (every other one) securing the motor collar to the top of the fan motor housing (Figure 10).
5. Place the rubber gasket over the remaining three screws, route the wires exiting the top of the fan motor through the canopy ring (make sure the slot openings are on top), then proceed to place the ceiling canopy over the collar at the top of the motor (Figure 11).
6. Align the mounting holes with the holes in the motor and fasten, using the three screws and lock-washers removed in step 4 (Figure 11).
7. Tighten the mounting screws securely.

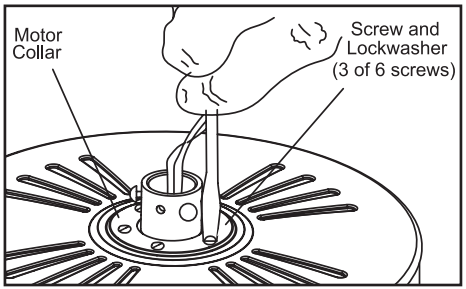


Figure 10

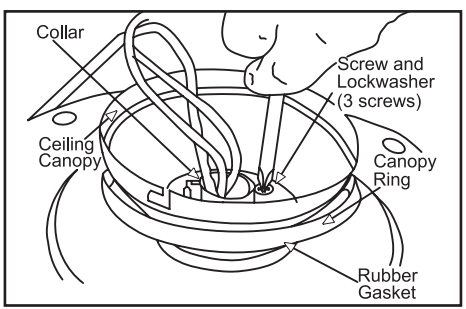


Figure 11

WARNING

FAILURE TO COMPLETELY TIGHTEN THE THREE SCREWS IN STEP 7 COULD RESULT IN FAN LOOSENING AND POSSIBLY FALLING.

Installing Fan to the Outlet Box

CAUTION

WHEN MOUNTING THE FAN ON A SLOPED CEILING, THE STANDARD BALL/DOWNROD MOUNTING METHOD MUST BE USED. THE MOUNTING PLATE MUST BE MOUNTED SO THAT THE SLOT OPENINGS ARE ON THE LOWER SIDE BY SLIDING THE MOUNTING PLATE FROM THE TOP DOWN.

1. Pass the 120-volt supply wires through the center hole in the ceiling mounting plate as shown in Figure 7.
2. Install the ceiling mounting plate on the outlet box, by sliding the mounting plate over the two screws provided with the outlet box (Figure 7). When using close-to-ceiling mounting, it is important that the mounting plate be level. If necessary, use leveling washers (not included) between the mounting plate and the outlet box. Note that the flat side of the mounting plate is toward the outlet box (Figure 7).
3. Securely tighten the two mounting screws.
4. Carefully lift the assembly up to the ceiling mounting plate. If using close-to-ceiling mounting, hang the fan on the hook provided by utilizing one of the holes at the outer rim of the ceiling canopy (Figure 12). If using standard mounting, seat the hanger ball in the mounting plate socket. Make sure the tab on the mounting plate socket is properly seated in the groove in the hanger ball.

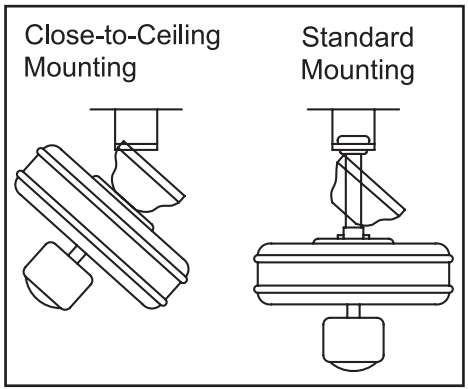


Figure 12

WARNING

THE HOOK AS SHOWN IN FIGURE 12 IS ONLY TO BALANCE FAN WHILE ATTACHING WIRING. FAILURE TO HANG AS SHOWN IN FIGURE 12 MAY RESULT IN HOOK BREAKING, CAUSING THE FAN TO FALL. HOOK MUST PASS FROM INSIDE TO OUTSIDE OF CANOPY

WARNING

WHEN USING THE STANDARD BALL/DOWNROD MOUNTING, THE TAB IN THE RING AT THE BOTTOM OF THE MOUNTING PLATE MUST REST IN THE GROOVE OF THE HANGER BALL FAILURE TO PROPERLY SEAT TAB IN THE GROOVE COULD CAUSE DAMAGE TO THE WIRING.

Making the Electrical Connections

REMEMBER to disconnect the power. If you feel you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose strands or connections.

Step 1 Connect the two green fan ground wires, located on the downrod and mounting plate, to the household ground wire. When using Close-to-Ceiling mounting, there is only one green ground wire from the ceiling mounting plate since the ball/downrod assembly is not used.

Step 2 Connect the fan light supply (blue) wire and the fan supply (black) wire to the black household supply wire as shown in figure 13.

Step 3 Connect the neutral fan (white) wire to the white neutral household wire.

Step 4 After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and the black wire is on the other side.

Step 5 Turn the wire connecting nuts upward and push the wiring into the outlet box.

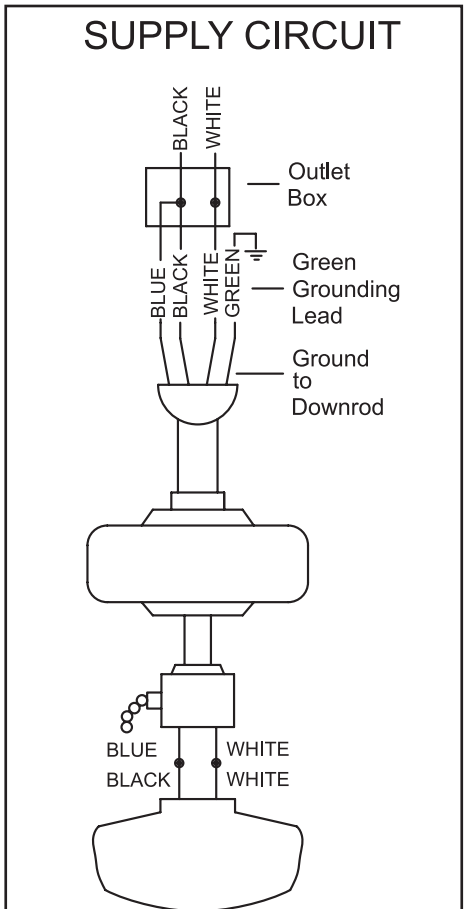


Figure 13

WARNING

TO REDUCE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT USE A WALL MOUNTED SOLID STATE SPEED CONTROL WITH THIS FAN. IT WILL PERMANENTLY DAMAGE THE ELECTRONIC CIRCUITRY.

WARNING

EACH WIRE NUT (WIRE CONNECTOR) SUPPLIED WITH THIS FAN IS DESIGNED TO ACCEPT UP TO ONE 12 GAUGE HOUSE WIRE AND TWO WIRES FROM THE FAN. IF YOU HAVE LARGER THAN 12 GAUGE HOUSE WIRING OR MORE THAN ONE HOUSE WIRE TO CONNECT TO THE FAN WIRING, CONSULT AN ELECTRICIAN FOR THE PROPER SIZE WIRE NUTS TO USE.

Finishing the Fan Installation

STANDARD CEILING MOUNTING

WARNING

WHEN USING THE STANDARD BALL/DOWNROD MOUNTING, THE TAB IN THE RING AT THE BOTTOM OF THE MOUNTING PLATE MUST REST IN THE GROOVE OF THE HANGER BALL. FAILURE TO PROPERLY SEAT THE TAB IN THE GROOVE COULD CAUSE DAMAGE TO WIRING.

1. Align the locking slots of the ceiling canopy with the two screws in the mounting plate. Push up to engage the slots and turn clockwise to lock in place. Immediately tighten the two mounting screws firmly.
2. Install the remaining two mounting screws into the holes in the canopy and tighten firmly.
3. Install the decorative canopy ring by aligning the ring's slots with the screws in the canopy. Rotate the ring counterclockwise to lock in place.
4. You may now proceed to attaching the fan blades.

CLOSE-TO-CEILING MOUNTING

1. Carefully unhook the fan from the mounting plate and align the locking slots of the ceiling canopy with the two screws in the mounting plate. Push up to engage the slots and turn clockwise to lock in place. Immediately tighten the two mounting screws firmly.

WARNING

LOCKING SLOTS OF CEILING CANOPY ARE PROVIDED ONLY AS AN AID TO MOUNTING. DO NOT LEAVE FAN ASSEMBLY UNATTENDED UNTIL ALL FOUR CANOPY SCREWS ARE ENGAGED AND FIRMLY TIGHTENED.

2. Install the remaining two mounting screws into the holes in the canopy and tighten firmly.
3. Install the decorative canopy ring by aligning the ring's slots with the screws in the canopy. Rotate the ring clockwise to lock in place.
4. You may now proceed to attaching the fan blades.

Attaching the Fan Blades

NOTE: Your fan blades are reversible. Select the blade side finish which best accentuates your decor.

1. Attach the blade to blade bracket using the screws as shown in figure 14. Please note that the rubber washers are pre-attached to the blade bracket. Start a screw into the bracket. Repeat for the two remaining screws.
2. Tighten each screw securely.

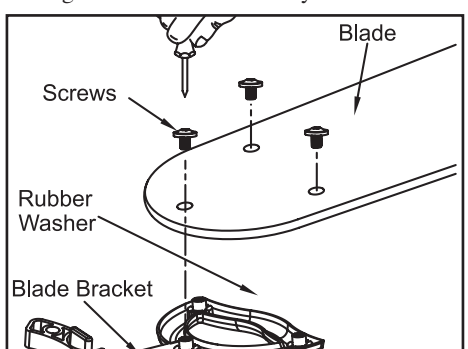


Figure 14

3. Fasten the blade assembly to the motor by inserting the alignment post into the slot on the bottom of the motor and tightening the blade bracket screws. Please note that the blade bracket screws are pre-installed into the blade bracket (Figure 15).

4. Repeat steps 1, 2 & 3 for the remaining blades.

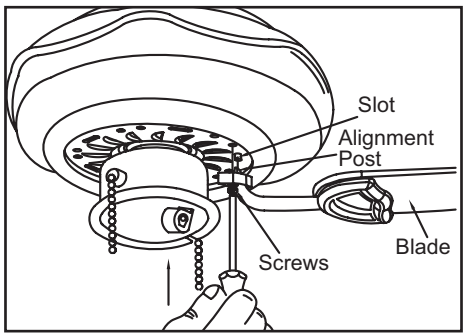


Figure 15

Installing the Light Kit /Glass Shades

CAUTION - To reduce the risk of electrical shock, disconnect the electrical supply circuit to the fan before installing light kit.

1. Remove the three mounting screws and lockwashers on the switch cup of the fan motor assembly (figure 16).
2. Connect the wires from the light kit assembly to the wires from the switch cup of the fan motor assembly by connecting the molded adaptor plugs together.
3. Mount the light kit assembly to the switch cup of the fan motor assembly by aligning the three screw holes and securing with three mounting screws and lockwashers that were removed in step 1.
4. Route the pull chains from the switch cup through the holes on the support bar of the light kit assembly. NOTE: Route the chains through the holes of the support bar from inside to outside to avoid the chains touching the glass and for easy pulling.
5. With power off, install the one fluorescent bulb (Max. 14W, Supplied) by screwing into the light bulb socket.
6. Place the glass shade into the light kit fitter, aligning the three flat areas on the top flange of the glass shade with the three raised dimples in the light kit fitter. Then turn the glass shade clockwise until it stops. NOTE: PERIODICALLY CHECK THAT THE GLASS SHADE IS SEATED FULLY CLOCKWISE IN THE LIGHT KIT FITTER.
7. Attach the pull chain fobs provided to the pull chains exiting the holes of the support bar.

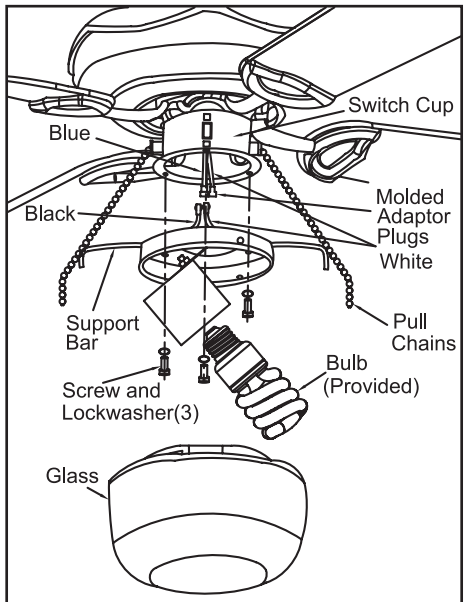


Figure 16

Blade Balancing

All blades are grouped by weight. Because natural woods vary in density, the fan may wobble even though the blades are weight matched.

The following procedure should correct most fan wobble. Check after each step.

1. Check that all blade screws are secure.
2. Most fan wobble problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure from a point on the center of each blade to the point on the ceiling. Measure this distance as shown in Figure 17. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Measurement deviations should be within 1/8". Run the fan for 10 minutes.
3. Use the enclosed Bladed Balancing Kit if the blade wobble is still noticeable.

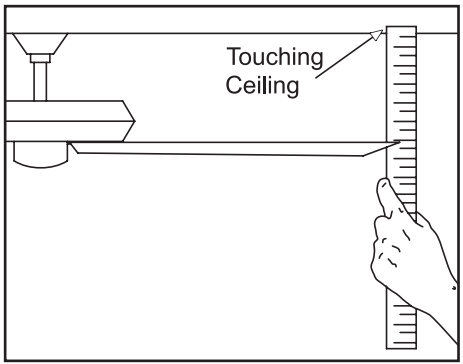


Figure 17

WARNING

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE HOLDERS WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING BLADES.

NOTE

WAIT FOR THE FAN TO STOP BEFORE REVERSING THE DIRECTION OF BLADE ROTATION.

Turn on the power and check the operation of the fan. The pull chain controls the fan speed as follows: 1 pull - High, 2 pulls - Medium, 3 pulls - Low and 4 pulls - Off.

The other pull chain controls the light On and Off.

Speed settings for warm or cool weather depend on factors such as room size, ceiling height, number of fans, and so on.

The slide switch controls the direction forward (switch down) or reverse (switch up).

Warm weather - (Forward) A downward air flow creates a cooling effect as shown in Figure 18. This allows you to set your air conditioner on a higher setting without affecting your comfort.

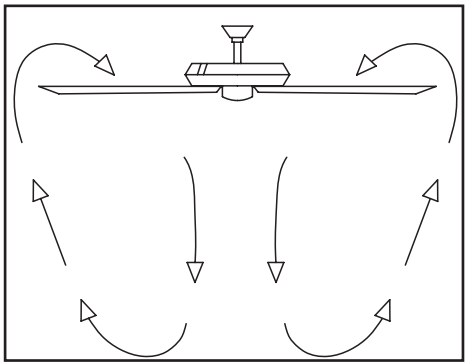


Figure 18

Cool weather - (Reverse) An upward air flow moves warm air off the ceiling are as shown in Figure 19. This allows you to set your heating unit on a lower setting without affecting your comfort.

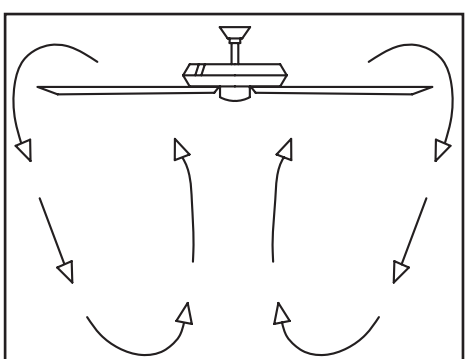


Figure 19

Care of Your Fan

Here are some suggestions to help you maintain your fan.

1. Because of the fan's natural movement, some connections may become loose. **Check the support connections, brackets, and blade attachments twice a year**. Make sure they are secure. **(It is not necessary to remove fan from ceiling.)**

2. Clean your fan periodically to help maintain its new appearance over the years. Do not use water when cleaning, this could damage the motor, or the wood or possibly cause an electrical shock. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing. **Warning - Make sure the power is off before cleaning your fan.**

3. You can apply a light coat of furniture polish to the wood for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.

4. **There is no need to oil your fan.** The motor has permanently lubricated sealed ball bearings.

Troubleshooting

Problem	Solution
Fan will not start	1. Check main and branch circuit fuses or breakers 2. Check line wire connections to the fan and switch wire connections in the switch housing. **CAUTION: Make sure main power is off.**
Fan sounds noisy	1. Make sure all motor housing screws are snug. 2. Make sure the screws that attach the fan blade bracket to the motor hub are tight. 3. Make sure wire nut connections are not rattling against each other or the interior wall of the switch housing. **CAUTION: Make sure power is off.** 4. Allow a 24-hour "breaking in" period. Most noises associated with a new fan disappear during this time. 5. If using the Ceiling Fan light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure. 6. Make sure the canopy is a short distance from the ceiling. It should not touch the ceiling. 7. Make sure your outlet box is secure and rubber isolator pads were used between the mounting bracket and outlet box. 8. Make sure pull chains are not vibrating against glass or housing.

WARNING

MAKE SURE THE POWER IS OFF AT THE ELECTRICAL PANEL BOX BEFORE YOU ATTEMPT TO MAKE ANY REPAIRS. REFER TO THE SECTION, "MAKING ELECTRICAL CONNECTIONS."

FAN SIZE	SPEED	VOLTS	AMPS	WATTS	RPM	CFM	N.W.	G.W.	C.F.
42”	Low	120	0.20	10	100	1580	13.2 Lbs	15.8 Lbs	1.33
	Med	120	0.29	22	160	2467			
	High	120	0.40	48	225	2996			

These are approximate measures. They do not include Amps and Wattage used by the light kit.

Distributed by Home Depot U.S.A., Inc.
2455 Paces Ferry Rd. N.W. Atlanta, Georgia 30339

Vendor Number: 11688

Hampton Bay Lifetime Limited Warranty
Lifetime Warranty on Motor

Hampton Bay warrants the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a lifetime after the date of purchase by the original purchaser. Hampton Bay also warrants that all other fan parts, excluding any glass or acrylic blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of one year after the date of purchase by the original purchaser. We agree to correct such defects without charge or at our option replace with a comparable or superior model if the product is returned to Hampton Bay. To obtain warranty service, you must present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Damage to any part such as by accident or misuse or improper installation or by affixing any accessories, is not covered by this warranty. Because of varying climatic conditions, this warranty does not cover any changes in plated finishes, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. A certain amount of “wobble” is normal and should not be considered a defect. Servicing performed by unauthorized persons shall render the warranty invalid. There is no other express warranty. Hampton Bay hereby disclaims any and all warranties, including but not limited to, those of merchantability and fitness for a particular purpose to the extent permitted by law. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the express warranty. Some states do not allow limitation on how long an implied warranty lasts, so the above limitation may not apply to you. Hampton Bay shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives specific legal rights, and you may also have other rights which vary form state to state. This warranty supersedes all prior warranties. Shipping costs for any return of product as part of a claim on the warranty must be paid by the customer.

IMPORTANT NOTE:
To ensure warranty service, if ever necessary, please register your fan at:
gpwarranty.com

You must present a copy of the original purchase receipt to obtain warranty service.

G.P. WARRANTY SERVICE CENTER, INC.
WARRANTY SECTION
1951 N.W. 22nd STREET
FORT LAUDERDALE, FLORIDA 33311

Attach receipt here for easy location.

14. Warranty Information